



Office of the Chief Procurement Officer

**U.S. Department of Housing
and Urban Development**

New York Field Contracting Operations
26 Federal Plaza, Room 3046
New York, NY 10278
<http://www.hud.gov/cts/ctshome.html>

May 08, 2001

**SUBJECT: Request for Quotation: R12ANC0067
Construction Inspections for FHA Multifamily Projects
State of Connecticut**

DUE DATE: May 18, 2001

Dear Offeror:

The attached "Request for Quotation" (RFQ) is to acquire the subject services for the State of Connecticut which is under the jurisdiction of the New England HUB Center. The geographic area will be the entire State of Connecticut. The Performance period will be from June 01, 2001 to May 31, 2002, with the Option to Extend Services.

This will be a fixed-price indefinite quantities Purchase Order, with the sum of **ALL** Task Orders not to exceed \$100,000.

This RFQ consists of the following Sections.

1. Request for Quotations Standard Form 18 (SF 18) plus attachments
2. Statement of Work

Please submit as your quote:

1. Completed SF 18 with unit price and capacity
2. Resume or other documentation regarding experience
3. Up to 3 names, and telephone numbers regarding past performance

THIS SOLICITATION IS A TOTAL SMALL BUSINESS SET-ASIDE. The North America Industry Classification System Code is 541310 with a size standard of 4 million dollars average annual sales.

An award will be made to the responsive and responsible quoter, whose quotation conforming to this RFQ offers the best value to the government, identified on page 2 of the RFQ.

You should carefully review the entire RFQ if you intend to submit a quote. Please ensure that your quote is furnished to this issuing office on or before the close of business on May 18, 2001. If you have any questions regarding this solicitation, I may be contacted at (212) 264-8000 x3310.

Sincerely,

Thomas F. Bucelwicz
Branch Chief
New York Contracting Operations

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)			THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1	OF PAGES 3
1. REQUEST NO. R12AN0067		2. DATE ISSUED 05/08/01		3. REQUISITION/PURCHASE REQUEST NO.		CERT. FOR NAT. DEF UNDER BDSA REG. 2 AND/OR DMS REG. 1
5a. ISSUED BY U.S. Dept. of HUD, Contracting Division 26 Federal Plaza, Room 35-110, New York, New York 10278				6. DELIVER BY (Date) As specified on each order		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)				7. DELIVERY		
NAME Thomas F. Bucelwicz		TELEPHONE NUMBER		<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <div style="text-align: right;">(See Schedule)</div>		
		AREA CODE 212	NUMBER 264-8000x3310	9. DESTINATION		
8. TO:				a. NAME OF CONSIGNEE.		
a. NAME		b. COMPANY		b. STREET ADDRESS 10 Causeway Street		
c. STREET ADDRESS				c. CITY Boston		
d. CITY		e. STATE	f. ZIP CODE	d. STATE MA		e. ZIP CODE 02222-1092
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) May 18, 2001			IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.			
11. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
001	Indefinite quantity order for construction inspections for FHA insured multifamily projects in the State of Connecticut. No more frequent than once every other week inspections. Task order inspections in the entire State of Connecticut for the period approx. 6/01/2001 - 5/31/2002 (actual performance period on assigned Task orders may extend beyond 5/31/2002). The Estimated No. of Projects is 12 with 40 Inspections each. Quoters requested to provide CAPACITY of Inspection per biweekly period: Inspections: _____ Performance is in accordance with attached Statement of Work. All prices include travel and all other costs. TIN: # _____ DUNS: # _____		Est. 480	EA	\$ _____	\$ _____
12. DISCOUNT FOR PROMPT PAYMENT >		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)		d. CALENDAR DAYS
						NUMBER PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER						
b. STREET ADDRESS			16. SIGNER			
c. COUNTY			a. NAME (Type or print)			b. TELEPHONE
d. CITY			e. STATE			AREA CODE
f. ZIP CODE			c. TITLE (Type or print)			NUMBER

Minimum under subsequent indefinite quantity Purchase Order

Task Orders totaling 80 Inspections

The Maximum value of **ALL** assigned Task Orders shall not exceed **\$100,000**

Evaluation Criteria: the Government will make an award based on the following criteria (in **NO** order of precedence).

Price

Experience - Experience performing similar inspections as evidenced by a resume, capability statement, or listing of projects.

Past Performance (NOTE: quoters must submit up to 3 references with names and telephone numbers of customers of similar services as describe in this RFQ).

Capacity

Area: Entire State of Connecticut

Note: The proposed indefinite quantity purchase will allow the Government to assign Task Orders to another contractor outside the proposed contract area, subject to capacity and acceptance. Likewise the Government may offer task orders under this proposed contract for areas outside the geographic area, subject to acceptance by the contractor. The prices for the services ordered outside the geographic area above shall be those in effect for the ordering period during which the services area ordered.

Facsimile Quotes are acceptable. The Fax number is (212) 264-8521.

If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:

- (1) Receipt of garbled or incomplete bid.
- (2) Availability or condition of the receiving facsimile equipment.
- (3) Incompatibility between the sending and receiving equipment.
- (4) Delay in transmission or receipt of bid.
- (5) Failure of the bidder to properly identify the bid.
- (6) Illegibility of bid.
- (7) Security of bid data.

Standard Clauses and the following specific indefinite clauses will be incorporated into any subsequent order

INDEFINITE QUANTITY CLAUSES

52.216-18 Ordering (Oct 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from _____ through _____ [insert dates].

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 Order Limitations (Oct 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than ____1 Project _____[insert dollar figure or quantity] , the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any orders in excess of ____TO BE DETERMINED (TBD)_____ [insert dollar figure or quantity];

(2) Any orders for a combination of items in excess of ____ (TBD) _____ [insert dollar figure or quantity]; or

(3) A series of orders from the same ordering office within ____30 Days_____ days that together call for quantities exceeding the limitation subparagraph (b)(1) or (2) of this section.

(c) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within ____3__ days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.217-9 Option to Extend Services. (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 days.

**STATEMENT OF WORK
FOR
NEW ENGLAND HUB
MULTIFAMILY HOUSING PROJECT CONSTRUCTION INSPECTION**

I. PURPOSE: To provide construction inspection services in accordance with HUD inspection procedures, between and including the initial start of construction, substantial completion, and the 9 month and 12 month guarantee inspections (Section 223F projects will have an additional guarantee inspection-----the 15 month inspection).

**THE CONTRACTOR MAY NOT HAVE AN IDENTITY-OF-INTEREST WITH THE OWNER,
SUPERVISORY ARCHITECT, OR GENERAL CONTRACTOR.**

II. DEFINITIONS FOR THIS PURCHASE ORDER:

- A. Construction Inspection Services. Monitoring the construction and performing related functions for the purpose of protecting HUD project interests. Functions include:
1. review and report to the Government Technical Representative (GTR) on the completeness of the assignment documents for the purpose of project inspection.
 2. participate in the preconstruction conference.
 3. participate in periodic job meetings.
 4. make periodic observations at the site of the multifamily housing project and report on-site and corollary offsite construction.
 5. request Field Office specialized engineering assistance, where required due to unique or complex systems.
 6. advise the GTR on the need/general acceptability of proposed change orders.
 7. maintain a set of 'As Built' drawings and specifications, and monitor the record set of drawings and specifications being maintained by the General Contractor (GC).
 8. certify on the periodic pay request to the reasonableness of the amount requested by the GC and recommended by the Supervisory Architect for progress payment.
 9. observe the work, and complete and sign the inspector's portion (this being where "Construction Representative" is indicated) of the Permission to Occupy, Form FHA-2485, relating to acceptability of the work, including any list of incomplete items, for facilities tendered for occupancy.
 10. report, where applicable, the list of items for delayed completion at substantial completion of the work, the estimated cost for completing each item, and the recommended completion date for each item.
 11. certify to the acceptability of the work, connection of utilities, and property ingress/egress at substantial completion of the work.
 12. meet at the Field Office with HUD staff and/or parties involved in the project, where necessary, to resolve project issues.
 13. attend periodic training sessions conducted at the Field Office by HUD staff.

14. assist any HUD official conduct an on-location review of the project construction for the purpose of assessing performance under this Order or other areas of concern.
- B. HUD Inspection Procedures are as provided in paragraphs 3-3.D through 3-9 inclusively of Chapter 3, Architectural Inspection, HUD Handbook 4460.1 REV-2, Architectural Analysis and Inspections for Project Mortgage Insurance.
 - C. Initial Start of Construction is the date when the construction contract work commences, including demolition for substantial rehabilitation projects and site clearance or other preliminary site work for proposed construction projects.
 - D. Permanent Start of Construction is the date that permanent on-site building elements were put into place, such as footing and/or foundations, piling, etc.
 - E. Substantial Completion of the Work is when all the construction contract work has been completed, except work beyond the contractor's control to complete which is accepted as items of delayed completion; and formalized as the date the contractor (HUD Inspector) signs the Final HUD Representatives Trip Report provided that the trip report is subsequently endorsed by the HUD Field Office Chief Architect.
 - F. Serious Construction Problems That Might Lead to Default must be specifically identified in the HUD Representatives Trip Report, Form HUD-5379, and include:
 - Work stoppage,
 - Contractor abandons job,
 - A change in the Contractor, Owner or Architect during construction,
 - Construction defects untreated for 30 days,
 - Contractor can not or will not correct construction defects or latent defects,
 - Extended periods of bad weather, strikes, etc.,
 - Controlling jurisdiction issues a stop order,
 - Slow start or progress of offsite work That would impair project occupancy,
 - Other conditions of such nature or magnitude as to potentially cause a default, and warranting immediate attention by HUD personnel.

III. **BACKGROUND STATEMENT.** The US. Department of Housing and Urban Development (HUD) requires on-site construction inspection services for selected projects. The HUD Field Office may at its discretion assign a project for contract inspection,

IV. **SPECIFIC TASKS.** The Contractor under this Order must furnish its own materials, equipment, services, envelopes, postage, telephone, and facilities, etc.; provide its own transportation; and otherwise, do all things necessary for or incident to the providing of the subject/required construction inspection tasks, except that the GC must provide enclosed space at the job-site of such size, accommodations and furnishings (including, among other items, table, file cabinet, chair, telephone, etc.) as HUD may require for the discharge of the inspection function. The Contractor under this Order has the right of entry and free access to the project and to inspect all work done and materials, equipment and fixtures furnished, installed or stored-on the project-site at all (normal working hour) times during construction.

- A. The Contractor will attend a meet at the HUD Field Office with the GTR and other HUD Staff within one week of the award of this Order. The GTR will orally brief the Contractor and answer Contractor's questions to assist the Contractor fully understand the requirements of this Order. The GTR will provide Contractor with a copy of HUD Handbook 4460.1 REV-2, the HUD MPS, and the FAX number for the HUD Printing Office in order for the Contractor to be able to obtain copies of other HUD Handbooks,

publications, forms, etc., as needed. The Contractor is to provide for, obtain at his/her expense, and maintain a copy of the latest/up-to-date/complete State Building Code.

- B. Assignment Documents. As HUD Project Initial Closings or HUD Authorizations-for-Early-Start-of-Construction occur, assignment documents will be provided to the Contractor in order that HUD Inspections be started for each/specific project. The Contractor is to review the assignment documents and report on any observed non-compliance between the assignment documents and site conditions and/or HUD requirements consistent with Handbook 4460.1 REV-2, paragraph 3-4.A., and on the completeness and coordination of the drawings and specifications. This review is intended to locate readily identifiable oversights in document preparation, but is not the type of document analysis required during the design stages.
1. Report any findings of non-conformity between the contract documents and observed site conditions and/or known HUD design requirements to the GTR by letter for action by the HUD Director of Housing Development.
 2. Advise the Supervisory Architect of any noted incompleteness, contradictions or ambiguities in the drawings and specifications for his/her action in accordance with the contract documents. Record the event, any such subsequent event and the issues discussed on Form HUD-5379.
 3. The standard for completeness and arrangement of the drawings and specifications is Handbook 4460.1 REV-2, paragraph 2-7.
 4. Assignment documents (see Handbook 4460.1 REV-2, paragraph 3-3.D.) include:
 - HUD Inspector Set of the construction contract of drawings and specifications;
 - Copy of the Construction Contract Form HUD 92442 or HUD 92442A;
 - Schedule of Values Form FHA 2328, Contractor's and/or Mortgagor's Cost Breakdown;
 - Progress Schedule;
 - Owner-Architect Agreement, AIA Document B-181;
 - Contractor agreement for offsite construction, if applicable; and
 - Drawings and specifications for offsite construction, if applicable,
- C. Construction Record. Maintain a file of project documents from project assignment through substantial completion of the work. Incorporate all the documents listed in Handbook 4460.1 REV 2, paragraph 3-4.L., plus the set of assigned construction contract drawings and specifications (HUD Inspector Set), and offsite drawings and specifications. Use the construction record documents as the official set of documents against which all project observations and reporting are made.
- D. Preconstruction Conference.
1. Attend the preconstruction conference conducted by HUD Staff at the Field Office prior to the start of construction, Retain a copy of the minutes of the meeting, handouts and list of attendees for use in addressing subsequent questions on the issues during the construction period.
 2. Conduct any additional required preconstruction conferences at the job-site, e.g., for major subcontractors that did not attend the Field Office session. Record on the HUD Representatives Trip Report, any such field conference and attendees.
 3. Answer job-site questions pertaining to labor and EEO contract provisions, and cost certification submissions. Request Field Office assistance, where required, for in-depth questions.
- E. Construction Progress Meetings. See Handbook 4460.1 REV-2, paragraph 3-3.E. for detailed instructions.
1. Schedule and participate in monthly job-site meetings to coincide with the monthly review of the GC's requisitions (paydraws).

2. Apprise the major participants of observed deficiencies and problem areas in the progress of the work and; clarify HUD procedures applicable to the issues raised; and guide the appropriate parties to the extent necessary to address and resolve outstanding issues.
3. Remind the participants at each meeting after 30 percent project completion:

Of the Construction Contract, Article 2.0., definition of Substantial Completion of the Work, and

That the Owner (in all cases) and GC (where the Cost Plus Contract is used) must meet with HUD mortgage credit and construction cost analysts, respectively, before 90 percent project completion to review cost certification submission requirements.

4. Record the meeting, issues discussed, and conclusions reached on Form HUD-5379.

F. Inspections/Completion of the Trip Report:

1. Visit the project job-site as required (frequency will be specified in the [Task Order](#)) to observe and report on job conditions, happenings, and construction progress.
2. The duration of visits for each inspection [is estimated to be two](#) hours per visit with greater amounts of time for requisition review, Punch List review, Major Moveable Equipment Installation reviews, etc. See Handbook 4460.1 REV-2, Chapter 3. Schedule one inspection visit to coincide with the monthly paydraw.
3. The major functions during inspection are to:
 - a. evaluate and report on the GC's organization, operations and supervision;
 - b. evaluate and report on the Supervisory Architect's administration of the contract and services; a copy of each Supervisory Architect's Field Report is to be provided to the Contractor (HUD Inspector) on a timely/consistent schedule; each HUD Inspector Trip Report is to include a comment on the aforementioned;
 - c. report on special circumstances: the date of the start of initial construction, the date of permanent construction, occupancy, delays, disputes, changes, etc. Specifically identify and report serious construction problems that may lead to default;
 - d. report non-compliance in the work from the contract documents observed by the HUD Inspector and/or the Supervisory Architect;
 - e. determine that the amounts requested by the GC and recommended by the Supervisory Architect for payment are reasonable;
 - f. report on labor and EEO compliance, and conduct wage interviews;
 - g. report on the percentage of actual project completion and the scheduled completion, and the percentage of completion of each HUD-approved change order;
 - h. report on compliance with each offsite work contract, if applicable, and on the percent completion for each. Report where the slow start or progress of offsite work may delay occupancy.

- i. The HUD Inspector comment to Item A2 (Administration of Construction Contract), on each Trip Report, is “N/A” (not-applicable).
 - j. Indicate on each Trip Report the name/title of the following parties (if they are on-site at the time of the HUD Inspector’s inspection): the GC’s Superintendent, Owner, Project Architect, Fire Chief, City Building Inspector, etc., and/or other key parties.
- 4. Record each inspection finding on the HUD Representative’s Trip Report, in accordance with instructions in Handbook 4460.1 REV-2. Incorporate findings of any HUD specialist sent to the project to assess unique or complex conditions or systems requiring engineering or other specialized skills in a unified report in accordance with Handbook 4460.1 REV-2, paragraph 3-4.
 - 5. Discuss adverse findings with the Supervisory Architect at the job-site, or by phone, if the Supervisory Architect is not present when the site visit is made. Give a copy of Form HUD-5379 to the Supervisory Architect, if he/she is present at the job-site, or leave copy for him/her at the job-site; also, mail copy of same to Owner and Supervisory Architect; make note on HUD-5379 that aforementioned was done, etc.
 - 6. Advise The Field Office Chief of Multi-Family Housing Production by letter in addition to recording the findings on Form HUD-5379 where there is occupancy of any part of the work for which HUD has not executed Form FHA 2485, Permission to Occupy, See Handbook 4460.1 REV-2, paragraph 3-4.J. for additional details.
 - 7. Perform the final inspection (Final HUD Representative’s Trip Report) upon Substantial Completion of the Work, defined in above paragraph II.D. of this Order, in accordance with instructions in Handbook 4460.1 REV-2, paragraph 3-16.

- a. The report must include the following statements:

“Construction acceptably completed.” (If there are items of delayed completion, add, “subject to escrow of funds to assure completion of listed items of delayed completion.”) List each/any items of delayed completion, with a description of the work requirement to complete the item, with specific information included in order to be able to locate the item (if need-be) in the future, the estimated cost for each item, and recommended time for completing each item; aforementioned list/information is to be provided by the supervisory architect.

AND

“All offsite sewer, water, electrical and gas facilities are complete, connected and operable, and safe, adequate, all weather ingress and egress provided.”

- b. Complete and date the “Final HUD Representative’s Trip Report” on the day of the site visit.
- c. This Order will include inspections for the monitoring of items of delayed completion, based on the need being determined by the GTR.

G. Wage Interviews.

Conduct wage interviews during the course of construction of a representative number of workers in each of the various trades and report on Form HUD-11, Record of Employee Interview, in accordance with

HUD Handbook 1344.1 REV 1.

- H. GC's Monthly Requisition For Payment. Review the GC's Requisition, Form HUD 92448, and supporting documents against the Schedule of Values, Form FHA 2328, and the observed acceptably completed work and acceptably on-site stored material. Payment for on-site stored materials must be supported and conform with Handbook 4460.1, REV-2, paragraphs 3-7. and 3-8. (It should be noted that the only materials allowed for storage off-site are those which meet the HUD definition of "Eligible Building Component".) Request a current/as-built survey with GC requisitions, which includes a draw for foundation construction, for which the survey shows the foundation's site location and top of foundation elevation or finish floor elevation.
 - 1. Modify the requisition as appropriate in accordance with instructions in Handbook 4480.1, and Handbook 4460.1 REV-2, paragraph 3-6. Report any modifications to the requisition on Form HUD-5379.
 - 2. Complete and sign the Inspectors Certification on the reverse side of Form HUD 92448. (This being done only after the Supervising Architect has certified and signed.)
- I. Supervisory Architect's Services. Advise the Supervisory Architect on HUD requirements, monitor his performance against provisions of the Owner-Architect Agreement, AIA Doc B-18I, and report on the Supervisory Architect's performance in accordance with Handbook 4460.1 REV-2, paragraphs 3-4K., 3-10., and 3-11. Report inadequate performance on Form HUD-5379.
- J. Construction Changes. Determine preliminary acceptability for proposed change orders before their submission for the Mortgagee's and HUD's approval in accordance with Handbook 4460.1 REV-2, paragraph 3-12., and completion instructions on the Request For Construction Changes-Project Mortgages, Form HUD-92437.
- K. Architect's Supplemental Instructions. Monitor the proper use of Architect's Supplemental Instructions, AIA Document G710, for compliance with Handbook 4460.1 REV-2, paragraph 3-13, and assure distribution to the Field Office. Report the Supervisory Architect's improper use or distribution of AIA Document G710 on Form HUD-5379.
- L. Serious Construction Problems. Report serious construction problems, defined in above paragraph II.E. of this Order, on Form HUD-5379 in accordance with Handbook 4460.1 REV-2, paragraph 3-14.
- M. Permission To Occupy.
 - 1. Complete and sign the HUD Representative's portion of the Permission To Occupy, Form FHA- 2485, subject to procedures provided in Handbook 4460.1 REV-2, paragraph 3- 15, where the Owner requests occupancy for any or all dwelling units or facilities.
 - 2. Report on all requests for permission to occupy on Form HUD-5379.
- N. Training and Field Office Liaison. Attend HUD conducted training sessions at the HUD Field Office, as scheduled by the GTR during the term of this Order. Such training will be for approx. two-hours in duration on a given day for the purpose of addressing programmatic and technical issues relevant to project inspection.

- V. **DELIVERY SCHEDULE.** Delivery may be by US Mail, mutually acceptable service or in person.
- A. Assignment Document Review Report. Deliver to the GTR with or before delivering the first inspection report Form HUD-5379, HUD Representative's Trip Report.
 - B. HUD Representative's Trip Report, Form HUD-5379. Deliver or leave one copy at the job-site for the Supervisory Architect, and deliver the original to the GTR within five working days of the site visit.
 - C. Record of Employee Wage Interview, Form HUD-11. Deliver the original to the GTR within five working days of the site visit.
(Include the aforementioned as an attachment to the applicable Trip Report.)
 - D. GC's Requisition, Form HUD 92448. Return the original and seven copies to the Owner's representative at the job-site upon completion of the paydraw review and signing of the documents; and deliver one copy to the GTR within five working days of the site visit. (Include the aforementioned as an attachment to the applicable Trip Report and on the Trip Report indicate the amount approved.)
 - E. Permission To Occupy, Form FHA 2485. Return the original and seven copies to the Owner's representative at the job-site upon review of the units and/or facilities proposed for acceptance and signing the documents; and deliver one copy to the GTR within five working days of The site visit, Include any list of incomplete work made a part of the Permission to Occupy.
 - F. "As Built" Drawings and Specifications. Return the HUD Inspector Set of the contract drawings and specifications, conformed to the GC's record set, to the GTR within 30 days of the Final HUD Representative's Trip Report, or at such later date directed by the GTR where additional services for monitoring completion of items of delayed completion are directed by the GTR.
- VI. **PAYMENT FOR SERVICES.** The Contractor shall be paid on a monthly basis at the rate specified as the Unit Price shown on the approved Order for Supplies or Services, OF-347; basis for payment will be the submission of acceptable Trip Reports, which meet HUD requirements; the Contractor will submit to the GTR, Public Voucher, Form SF-1034 for payment.